

# Personnel & Document Security Division

Fall 2004 Newsletter  
Eighth edition

USDA/DA/OPPM/PDSD  
(202) 720-7373



## *A message from the Chief...*

*This newsletter features a broad range of topics that reflect the continuing interest in personnel and information security. I want to thank those who suggested article topics and the individuals who wrote them, as well as Carrie Moore, Senior Personnel Security Specialist, for producing this newsletter. To see Carrie's artwork, print the newsletter in color.*

*Finally, I want to thank those agencies that got their FY-04 year-end investigation requests to the Personnel and Document Security Division (PDSD) by the September 10, 2004, cut-off date.*

*In the month of September 2004, PDSD received a total of 302 new investigative requests from USDA agencies. Out of those 302 requests, 48% required additional information/corrections. PDSD was able to process 95% of the requests to the Office of Personnel Management by September 30, 2004. This ensured that investigations were scheduled with FY-04 funding. In all, PDSD submitted 468 new requests to OPM in September; that includes forms previously received in earlier months that we returned for corrections. Special thanks to the PDSD staff for their hard work and dedication.*

*Best wishes for this fall season,*

*Marty Brumback*

*Marty Brumback, Chief, PDSD*



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### Upcoming Initial Security Briefings



- ◆ October 20<sup>th</sup>
- ◆ November 3<sup>rd</sup>
- ◆ November 17<sup>th</sup>
- ◆ December 1<sup>st</sup>
- ◆ December 15<sup>th</sup>

## E-QIP Update

The Presidential e-Government initiative Electronic Questionnaires for Investigations Processing (e-QIP) has now been implemented in five additional USDA organizations. In August and September 2004, security representatives from the Office of Human Resources Management, Executive Resources, Animal and Plant Health Inspection Service (APHIS), APHIS International Services, Foreign Agricultural Service, and the National Finance Center attended a daylong e-QIP training course at the Office of Personnel Management's (OPM) e-QIP lab in Crystal City, VA. Each security representative is now capable of processing national security background investigations to PDSD electronically

and is encouraged to begin using the e-QIP system to submit **all** Standard Form 86 requests to PDSD. The benefits to employees include faster case processing time and secure retention of the individual's data for future reinvestigations. The availability to use the Standard Form 85P via e-QIP is expected within the next 30 days.

All remaining USDA agencies are expected to begin participating in e-QIP by the end of the calendar year. Interested parties should contact Carl Johns, Senior Personnel Security Specialist, at 720-7373 or [carl.johns@usda.gov](mailto:carl.johns@usda.gov) for further information or to schedule training.

## Revised “Request for Personnel Security Services” form



The “Request for Personnel Security Services” form has been revised to incorporate the changes in investigation day-service types as implemented by OPM in FY05.

You will now have the option of selecting either a Priority (A) or a Standard (C) day-service for your investigations.

In addition, the form includes a space

for your “Miscellaneous Obligation Number” in the “Required Accounting Information” field. Please ensure that you have provided all necessary accounting data on your requests.

**All FY05 requests must include this revised form.** Previous versions of the form will not be accepted. The revised form can be found on our web site at <http://www.usda.gov/da/pdsd/web-PESE.htm#security> (see Step 8).



## Electronic Fingerprint Submissions

Some agencies are now using Live-Scan to submit their fingerprint charts to OPM. Live-Scan is a state of the art system in the field of fingerprint imagery that allows agencies to transmit fingerprint images to a remote location.

Some of the advantages of using this method include higher accuracy and clarity, and faster processing times.

If your agency is using this method, the Personnel Security Branch (PSB) will not need a hard copy of the chart. You will,

however, need to code your questionnaires accordingly to alert OPM that an electronic print has been sent.

The top of Page 1 on the investigative form (85P & 86), above the **AGENCY USE ONLY** section, contains a block in the center labeled **CODES**. **Legibly print the letter “I” in this block.** This will instruct OPM to merge the electronic fingerprint result with the new investigation. Make sure this is noted in the **CODES** box and not the **EXTRA COVERAGE** box.

*“If you limit your choices only to what seems possible or reasonable, you disconnect yourself from what you truly want, and all that is left is a compromise.”*

*Robert Fritz*

## Staff Updates

The Personnel Security Branch is pleased to announce the addition of two new contractors to our staff:

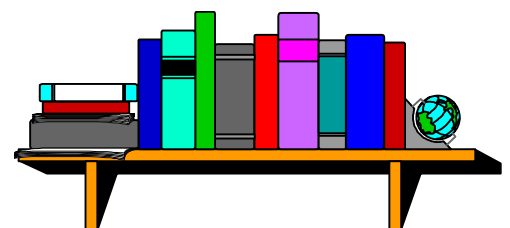
Valerie Ramirez was hired in July 2004 as a Personnel Security Assistant. Valerie is responsible for quality control and submitting all security questionnaires to OPM. Valerie can be reached at 202/205-7934 or via email at [persecadmin@usda.gov](mailto:persecadmin@usda.gov).

Jim McDermott left USDA on October 1<sup>st</sup> for another contract with US Investigations Service. His replacement, Michael Radford, joined the Personnel Security Branch as an adjudicator, on Monday, October 18, 2004.

## Information Security Desktop Reference

The Information Security Staff, PSDS, has developed an Information Security Desktop Reference for general guidance on Information Security within USDA. It's located at the ISS website:

<http://www.usda.gov/da/infosec/InformationSecurityDesktopReference.pdf>

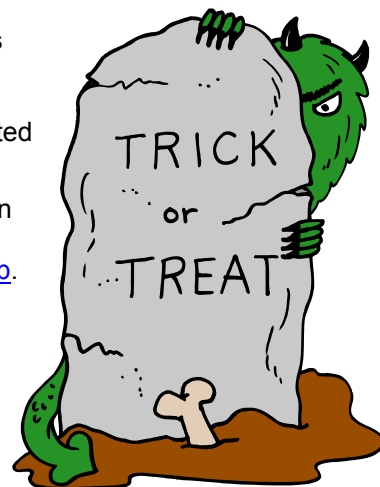


## Selective Service Registration: Question #20 on the SF86; Question #17 on the SF85P

Almost all male U.S. citizens, and male aliens living in the U.S., who are 18 through 25, are required to register with Selective Service. Some non-citizens are required to register. Others are not. Noncitizens who are not required to register with Selective Service include men who are in the U.S. on student or visitor visas, and men who are part of a diplomatic or trade mission. Almost all other male noncitizens are required to

register, including illegal aliens, legal permanent residents, and refugees. The general rule is that if a male noncitizen takes up residency in the U.S. before his 26th birthday, he must register with Selective Service. A chart of who must register is located at <http://www.sss.gov/must.htm>.

If an employee does not know his registration information, it is available at: <https://www4.sss.gov/regver/verification1.asp>.



## Why do some investigations take longer than others?

Initial delays in getting an investigation scheduled are almost always attributed to incomplete questionnaires. Too often, forms are submitted to PSB with missing information, outdated releases, or corrections that need to be initialed.

Once the investigation is scheduled at OPM, delays in closing the investigation within the requested timeframe can occur if any of the following apply to the employee/contractor under investigation:

- Lived or worked in several geographic locations or overseas.
- Traveled outside of the United States.
- Relatives who have lived outside of the United States.
- Background information that is difficult to obtain or involves

issues that require an expansion of the case.

You can help our office and OPM get the investigation scheduled as quickly as possible by:

- **Providing Accurate Information on the Security Questionnaire**-Follow the instructions and answer all of the questions on the form.
- **Use E-QIP!** Submitting a request via E-QIP eliminates the errors and helps us process the paperwork more efficiently.
- **Inform PSB of any duty station changes.** Subject interviews can be delayed if the OPM investigator is unable to locate the Subject due to a change in home or work address. You can highlight an anticipated job or address change in the continuation space of the SF86/SF85P.

*"For to be free is not merely to cast off one's chains, but to live in a way that respects and enhances the freedom of others."*

*Nelson Mandela*

## Periodic Reinvestigations Initiative

PSB is currently in the process of identifying all USDA employees in national security clearance positions that require a periodic reinvestigation of their background. In accordance with Executive Order 12968 "Access to Classified Information," employees with a Critical Sensitive Top Secret or Secret clearance should undergo a reinvestigation five years from the date of their last background investigation, those holding Non-critical Sensitive Secret positions every 10 years, and

those with Confidential security clearances every 15 years. By November 15<sup>th</sup>, the PSB will provide each agency Personnel Security Point of Contact with a list of cleared individuals in each category whose reinvestigation date is nearing or past due. It will be the responsibility of each agency to prioritize and submit the reinvestigation according to agency needs. Questions can be directed to PDSD, 202-720-7373.



## Using the FIPC 391



Amendments to qualifications, security, or suitability information on security questionnaires should be completed personally by the Subject, and verified with the Subject's initials and date of the change.

In rare circumstances when the Subject cannot make the amendments personally, the SON can complete and submit a **FIPC 391, Certification of Amended Investigative Form**. FIPC is the Federal Investigations Processing Center.

Any changes made by agency officials must be initialed, dated, and identified by SOI or SON, for example "CM 10/1/04 AG00" next to each correction.

The FIPC 391 form is used to certify that the amended investigative forms were made consistent with the Subject's intent and made with the Subject's concurrence. To obtain an electronic version of the FIPC 391, please contact Carrie Moore at 202/720-3487 or via email at [carrie.moore@usda.gov](mailto:carrie.moore@usda.gov).

## Dual Citizenship

*"There are risks and costs to a program of action. But they are far less than the long-range risks and costs of comfortable inaction."*

*John F. Kennedy*

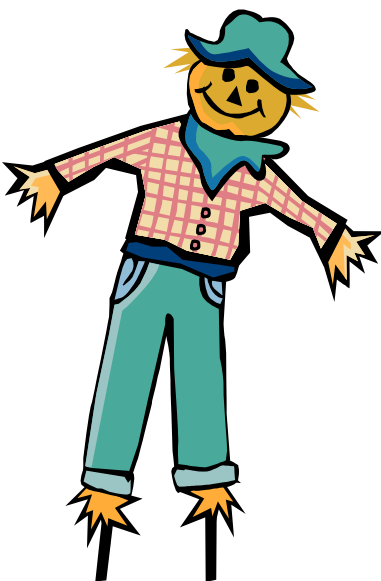
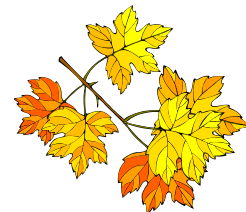
A small percent of Departmental employees and contractors claim dual citizenship on their personnel security forms. Dual citizenship means that a person is a citizen of two countries at the same time. Each country has its own citizenship laws based on its own policy. Persons may have dual nationality by automatic operation of different laws rather than by choice. For example, a child born in a foreign country to U.S. citizen parents may be both a U.S. citizen and a citizen of the country of birth. The U.S. Government recognizes that dual nationality exists but does not encourage it as a matter of policy because of the problems it may cause.

Two issues often raised in this regard are:

- Does the individual indicate allegiance to the non-U.S. country of citizenship?
- To what extent, if any, does the individual exercise the benefits of their non-U.S. country of citizenship (military service, holding public office, use of education benefits, etc.)?

See the U.S. State Department website <http://travel.state.gov/travel/dualnationality.html> for more information on dual citizenship.

Dual citizenship does not make an applicant ineligible for Federal employment. However, a review is needed if the position requires a national security clearance.



## Security Education & Awareness

Need some training in security? The Defense Security Services Academy (DSSA) offers free courses in security that range from three-week classroom instruction to computer-based training. Their website is:

<http://www.dss.mil/training/fy05schedule.pdf>

## New PSB Bulletin #05-01

OPM has increased billing rates for investigations and has modified case service levels. Federal Investigations Notice (FIN) #04-04 contains the new billing rates, effective October 1, 2004. FY-05 investigative costs have increased approximately 4% and should remain in effect until September 30, 2005.

Effective October 1, 2004, OPM will offer only **PRIORITY** (service level "A") and **STANDARD** (service level "C") case service levels for field investigations. The case service level "B" is no longer a valid investigation service code and should not be used.

You can view Bulletin #05-01 on the PDSD web site at <http://www.usda.gov/da/pdsd/bulletins.htm>. For further information, please contact the Personnel and Document Security Division at (202) 720-7373.

## How far back to go when filling out the SF86 or SF85P?

The forms generally ask for seven years of background data and the Subject must provide that information. When requesting the SSBI, however, seven years is not consistent with Executive Order 12968 (EO 12968). SF86 questions numbered 9, 10, 11, 22, 23e, 23f, and 29 should be answered with a ten year time frame to meet EO 12968 requirements. Those persons completing the form for an SSBI-PR must provide information back to the completion date of the last investigation with a minimum requirement of seven years.

## How can I obtain a copy of my investigation?

When a Subject of investigation asks a USDA agency security office for a copy of his or her investigation, the agency should advise that OPM provides a copy of the investigation under the Privacy Act. The individual must make a written request for the investigation to:

OPM-FIPC  
FOI/PS  
PO Box 618  
Boyers, PA 16018-0618

The request must include the Subject's full name, SSN, and DOB. The subject must sign the request. Note: OPM will not release an on-going investigation.



# Personnel & Document Security Division



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E-mail:  
pdsd@usda.gov

## Security Word Search!

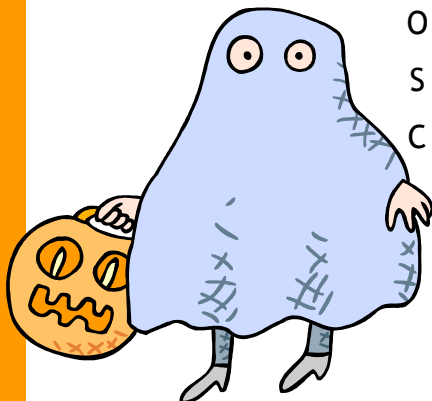
Find each of the following words.



SCOPE	INTERIM	AWARENESS	SECURITY
PDS	RELEASE	CLEARANCE	QUESTIONNAIRE
INVESTIGATION	STANDARD	CREDIT	PRIORITY
CHARACTER	DETERMINATION	REINVESTIGATION	EQIP
ELIGIBILITY	JUSTIFICATION	FINGERPRINT	CITIZENSHIP

We're on the Web!  
[http://www.usda.gov/da/  
pdsd/](http://www.usda.gov/da/pdsd/)

S P Y E C S C T A C A I P T I N T E R I M S D  
S N Y S F Z G A C Y S T S S R J C E N S S T F  
T L T A I P M I P Y R I M E U R C J N E R E I  
A L I E C I D N F T A I T S O R U R N G C R R  
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D I O E V S E S P S A I T D A P R S N N A A N  
A E I R R N R D N R F S I E I A S C I I W N N  
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D O P L D Z E H C D O N E A N I I E I P S O S  
S C O P E I C A N C L E A R A N C E T R N I G  
U L U T I T T E L I G I B I L I T Y T E O T I  
S N E R E I N V E S T I G A T I O N L G I S E  
Y S R A O C S E C U R I T Y O O I D E N T E C  
O L I N V E S T I G A T I O N N T T O I J U I  
S N O I T A N I M R E T E D D I P I E F E Q C  
C O R E Y P R L A G R N N G T I I R A U Y I E



## Final Thought...

If you would like to see PDS address a particular topic, process, or guideline in a future newsletter, please submit your request to PDS at pdsd@usda.gov.